


Job Seeking **Skills Workshops**

Open to all Job-Seeking Customers

Workshop	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design or update a cutting-edge resumé and cover letter that will get you an interview.	Aug 22 Sep 12 Oct 3, 24 Nov 14 Dec 5	10:00 AM–1:00 PM 10:00 AM–1:00 PM 10:00 AM–1:00 PM 10:00 AM–1:00 PM 10:00 AM–1:00 PM	Manti EC
NETWORKING STRATEGIES: Learn how to design and implement a strategic networking plan to find employment opportunities.	Aug 29 Oct 17 Nov 28	10:00 AM–1:00 PM 10:00 AM–1:00 PM 10:00 AM–1:00 PM	Manti EC
JOB SEARCHING WITH TECHNOLOGY: Learn some tools and tips to navigate a successful online job search on job boards, online applications and resumé posting sites. (Basic computer skills required.)	Sep 19 Oct 31 Dec 12 Dec 14 (Lab)	10:00 AM–1:00 PM 10:00 AM–1:00 PM 10:00 AM–1:00 PM 10:00 AM–1:00 PM	Manti EC
INTERVIEW SKILLS: Learn how to be confident in an interview, research employers, market your skills and answer commonly asked interview questions.	Sep 26 Nov 7 Dec 19	10:00 AM–1:30 PM 10:00 AM–1:30 PM 10:00 AM–1:30 PM	Manti EC
SKILLS IDENTIFICATION: Learn how to identify transferrable skills and effectively demonstrate those skills during your job search.	Oct 10 Nov 21	10:00 AM–1:00 PM 10:00 AM–1:00 PM	Manti EC



To sign up for any of our **NO-COST** workshops, register in Uworks at jobs.utah.gov and select “Attend a Workshop” from the home page.

**Employment Center (EC)
Location**

Manti EC
55 S. Main Suite #3
Manti, UT

For additional information please call 801-835-0720 or visit jobs.utah.gov.

Plan to arrive 10-15 minutes before the workshop begins. Workshops **START at the scheduled time. With respect to customers who arrive on time, **late-comers will be asked to re-schedule.****

Department of Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.